

### ***TLA & Single Service Members***

Single Service members in the grade of E-6 and above are authorized TLA upon arrival. Single Service members in the grade of E-5 and below are not authorized TLA and must reside in the barracks.

### ***TLA & Household Goods Delivery Off-Post for Rentals & Home Purchases***

Service members securing an off-post rental or home purchase and are awaiting delivery of household goods (HHG), are authorized to remain on TLA through the day prior to delivery of household goods and must stay in lodging in order to receive TLA entitlements. Service members residing in on-post housing are authorized loaner furniture upon assignment to on post privatized housing and are not authorized to remain on TLA until HHG delivery.

### ***Important Phone Numbers & Office Locations***

HSO North 655-3073/3076/3080

UPH 655-7392

AHFH North 275-3700

Bldg 950—215 Duck Road,  
Schofield (off Lyman Road)

HSO South 438-6198/438-3820

AHFH South 275-3800

Bldg 1004, 111 7th St, Ft Shafter

## ***READ FIRST***

**IN ORDER TO  
RECEIVE  
TEMPORARY  
LODGING  
ALLOWANCE YOU  
MUST FIRST SIGN  
IN AT THE  
AIRPORT LIASION  
DESK OR  
REPLACEMENT  
DETACHMENT CQ.**



### ***Where do I go to process my TLA?***

Married and single Service members with command sponsored dependents will process TLA through their prospective Housing Services Office.

- Service members assigned to Schofield Barracks, Wheeler Army Airfield and Helemano will process TLA with HSO North.
- Service members assigned to TAMC, Camp Smith, Fort Shafter, Pearl Harbor and Hickam Air Force Base will process TLA with HSO South.

Married and single Service members that bring their non-command sponsored dependents with them, will receive TLA at the single rate until the command sponsorship is approved. Service members who acquire dependents after arrival, are not authorized TLA.

Married Service members in the grade of E-6 and above, without their families here pending command sponsorship, will process through the HSO offices. E-5 and below in this category may reside in the barracks for up to 30 days. Requests for additional time requires an Exception to Policy through the Army Single Soldier Housing (ASH). Service members may go on the housing waiting list prior to arrival of command sponsored dependents.

All Single Service members in the grade of E-6 and above without dependents and geographical bachelors that WILL NOT be bringing their families, will process through their prospective HSO office.

TLA for Meals Only can only be issued if a Service member is staying with friends or relatives. A memorandum from the individual providing lodging must include their name, address, phone number and signature. Memo must include name of SM and all family members, dates SM and family resided with individual, and state the SM is not using their kitchen facilities. TLA for meals only cannot be issued if SM is occupying their off post rental. Loaner dishes are available through Army Community Service (655-4227).

**See below for list of TLA Approved Hotels**

### *TLA References*

- Joint Travel Regulation—Chapter 9, Part C, TLA
- Army Regulation 420-1, Army Facilities Management 12 February 08
- Policy Memorandum, USAG-HI-29, Temporary Lodging Allowance (TLA), 15 August 2009

### *Purpose of TLA*

The purpose of TLA is to partially reimburse an individual for the more than normal expenses incurred during occupancy of temporary lodgings. Individuals with command sponsored family members in the area of the Permanent Duty Station (PDS) are entitled to payment of TLA when housing is not available upon arrival and after clearing privatized family housing or off-post housing.

### *Documents Required to Process TLA*

#### **Incoming TLA—NTE 60 days**

TLA ends the day before adequate housing is available for occupancy.

Incoming TLA is only authorized for up to 60 days and will be issued in 10 day increments upon arrival date (date signed into the installation on DA Form 31). Any TLA requests for TLA to begin beyond 60 days must be approved by the Residential Communities Initiative (RCI) Project Manager. SM who acquire command sponsored dependents after arrival are not authorized TLA. Service member's must stay in a TLA approved hotel to get reimbursed TLA. **Vacation rentals are NOT authorized. Finance requires an itemized receipt for each day for proper reimbursement.**

#### **Required Documents - Incoming TLA**

- Service member's PCS orders—family members must be listed on orders & be command sponsored to receive TLA.
- Leave Form (DA form 31) Service member must be signed into installation prior to receiving TLA.
- Family member's flight itinerary.

#### **Departure TLA**

- Off-post Housing—Up to 10 days prior to departure flight. HHGs must be picked up prior to start of TLA.
- Privatized Family Housing & SEQ/BOQ—Up to 10 days prior to departure flight (in conjunction with termination of housing). TLA cannot be paid while occupying housing.

#### **Required Documents - Departure TLA**

- Service member's PCS, ETS or Retirement Orders—family must be listed on orders to receive TLA (AVAIL date on orders must coincide with departure date. No TLA will be authorized beyond AVAIL date or if Service member is on leave status).
- Leave Form (DA Form 31) SM start leave date should be the same as departure flight date.
- Application for Shipment and/or Storage of Personal Property (DD Form 1299) for off post housing.
- Flight itinerary (late departure authorized for flights departing after 1800.
- Termination letter for privatized on post housing.

### *TLA Approved Hotels*

SM assigned to Oahu North requesting incoming or departure TLA must check in with the designated transient lodging the Inn @ Schofield prior to making any lodging arrangements. If there is no availability, you will be issued a Room Status Certificate (RSC). There is no designated transient lodging facility for SM assigned to Oahu South. SM must reside in a TLA approved hotel to receive TLA entitlements. A list of TLA approved hotels is available at the Housing Services Office (HSO). If there are no TLA approved hotels available, an Exception to Policy (ETP) must be submitted to the Housing Services Office for approval.

### *TLA—Dual Military SM*

Dual military Service members in the grade of E-6 and above, arriving without their dual military spouse are authorized TLA. Service members in the grade of E-5 and below, arriving without their dual military spouse and without dependents are not authorized TLA and must reside in the barracks.

Dual military service members who arrive together, will both be issued a TLA statement. TLA will be issued at the single rate for each service member, unless the service member has command sponsored dependents listed on their orders.

### *TLA—Geographical Bachelors*

Geographical bachelors in the grade of E-6 and above are authorized TLA. Geographical bachelors in the grades of E-5 may reside in the barracks for 30 days with a written request from their First Sergeant to the Army Hawaii Soldier Housing.

**TLA APPROVED HOTELS OAHU**

**Feb-10**

**Note: Some of the facilities listed are part condominium and part hotel. Only hotel rooms are approved for TLA.**

<b><u>HOTEL</u></b>	<b><u>PHONE</u></b>	<b><u>ADEQUATE KITCHEN</u></b>	<b><u>TYPE OF ROOMS</u></b>	<b><u>ALLOWS PETS</u></b>
Ala Moana Hotel 410 Atkinson Dr. Honolulu, HI 96814	1-800-279-0126 808-921-6888	NO	(S) (1) (2)	NO
Ambassador Hotel of Waikiki 2040 Kuhio Ave. Honolulu, HI 96815	1-800-923-2620 808-941-7777	YES	(S) (1) (2)	NO
Aqua Aloha Surf & Spa 444 Kanekapolei St. Honolulu, HI 96813	1-866-406-2782 808-923-0222	NO	(S)	NO
Aqua Bamboo and Spa 2425 Kuhio Ave. Honolulu, HI 96815	1-866-406-2782 808-922-7777	YES/NO	(S) (1)	NO
(Aqua) Best Western Waikiki 450 Lewers St. Honolulu, HI 96815	1-866-406-2782 808-923-8828	NO	(S)	NO
Aqua Continental 2426 Kuhio Ave. Honolulu, HI 96815	1-866-406-2782 808-922-2232	NO	(S)	YES Limit 2 NTE 25 lbs
(Aqua) Equus, The 1696 Ala Moana Blvd. Honolulu, HI 96815	1-866-406-2782 808-949-0061	NO	(S) (1) (2)	NO
(Aqua) Ilia Hotels & Suites 1777 Ala Moana Blvd. Honolulu, HI 96815	1-800-228-9280 808-949-3811	YES/NO	(S) (1) (2)	NO
Aqua Island Colony 445 Seaside Ave Honolulu, HI 96815	1-866-406-2782 808-947-7256	YES	(S) (1)	NO
(Aqua) Malle Sky Court 2058 Kuhio Ave. Honolulu, HI 96815	1-800-367-5004 808-947-2828	NO	(S)	NO

<u>HOTEL</u>	<u>PHONE</u>	<u>ADEQUATE</u> <u>KITCHEN</u>	<u>TYPE OF</u> <u>ROOMS</u>	<u>ALLOWS</u> <u>PETS</u>
Aqua Palms and Spa 1850 Ala Moana Blvd. Honolulu, HI 96815	1-866-406-2782 808-947-7256	NO	(S)/suites	NO
(Aqua) Park Shore Waikiki 2586 Kalakaua Ave. Honolulu, HI 96815	1-866-282-4773 808-923-0411	NO	(S) (1)	NO
Aqua Waikiki Beachside 2452 Kalakaua Ave. Honolulu, HI 96815	1-877-997-6667 808-931-2100	NO	(S)	NO
Aqua Waikiki Marina 1700 Ala Wai Blvd. Honolulu, HI 96815	1-866-406-2782 808-942-7722	YES	(S)	NO
Aqua Waikiki Pearl 415 Nahua St. Honolulu, HI 96815	1-866-406-2782 808-922-1616	YES/NO	(S) (1) (2)	YES Limit 2 NTE 25 lbs.
Aqua Waikiki Wave 2299 Kuhio Ave. Honolulu, HI 96815	1-800-367-6025 808-955-1511	NO	(S) (1)	YES Limit 2 NTE 25 lbs.
Aston at the Executive Centre Hotel 1088 Bishop St. Honolulu, HI 96813	1-877-997-6667 808-539-3000	YES/NO	(S) (1) (2)	NO
Aston at the Waikiki Banyan 201 Ohua Ave. Honolulu, HI 96815	1-877-997-6667 808-922-0555	YES	(S) (1) (2)	NO
Aston Pacific Monarch 2427 Kuhio Ave. Honolulu, HI 96815	1-877-997-6667 808-923-9805	NO	(S) (1)	NO
Aston Waikiki Beach Hotel 2570 Kalakaua Ave. Honolulu, HI 96815	1-877-997-6667 808-922-2511	NO	(S) (1)	NO
Aston Waikiki Beach Tower 2470 Kalakaua Ave. Honolulu, HI 96815	1-877-997-6667 808-926-6400	YES	(1) (2)	NO

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Aston Waikiki Circle Hotel 2464 Kalakaua Ave. Honolulu, HI 96815	1-877-997-6667 808-923-1571	NO	(S)	NO
Aston Waikiki Joy Hotel 320 Lewers St. Honolulu, HI 96815	1-877-997-6667 808-923-2300	NO	(S)	NO
Aston Waikiki Sunset 229 Paoakalani Ave. Honolulu, HI 96815	1-877-997-6667 808-922-0511	YES	(1) (2)	NO
Best Western Plaza, The 3253 N. Nimitz Hwy. Honolulu, HI 96819	808-372-0587	NO	(S)	YES
Breakers at Waikiki, The 250 Beachwalk Honolulu, HI 96815	1-800-688-7444 808-923-3181	NO	(S)	NO
Courtyard by Marriott 400 Royal Hawaiian Ave. Honolulu, HI 96815	1-800-279-0126 808-921-6888	NO	(S) (1)	NO
Doubletree Alana Hotel-Waikiki 1956 Ala Moana Blvd. Honolulu, HI 96815	1-877-9952638 808-941-7275	NO	(S) (1)	YES Limit 2 NTE 75 lbs
Embassy Suites - Waikiki Beach Walk 201 Beachwalk Honolulu, HI 96815	1-800-279-0126 808-921-6888	NO	Suites	NO
Hale Koa Hotel 2055 Kalia Rd. Honolulu, HI 96815	1-800-367-6027 808-955-0555	NO	(S)	NO
Harbor Arms Apt. Hotel 98-130 Lipoa Pl. Aiea, HI 96701	1-800-360-5556 808-488-5556	YES/NO	(1) (2)	NO
Harbor Shores Apt. Hotel 98-145 Lipoa Pl. Aiea, HI 96701	1-800-227-8796 808-488-5742	YES/NO	(2)	YES
Hawali Prince Hotel Waikiki 100 Holomoana St. Honolulu, HI 96815	1-888-977-4623 808-956-1111	NO	(S)	NO

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Hawaiian King Condo Hotel 417 Nohonani St. Honolulu, HI 968151	808-922-3894	YES	(S)	NO
Hilton Hawaiian Village Beach Resort and Spa 2005 Kalia Rd. Honolulu, HI 96815	1-800-445-8667 808-949-4321	NO	(S)	NO
Hilton Waikiki/Prince Kuhio 2500 Kuhio Ave. Honolulu, HI 96815	1-800-333-3333 808-922-0811	NO	(S)	YES Limit 2 NTE 60 lbs
Hokele Suites Waikiki 412 Lewers St. Honolulu, HI 96815	1-800-367-5004 808-923-8882	YES	(S) (1) (2)	NO
Hotel Renew 129 Paokalani Ave. Honolulu, HI 96815	866-406-2782 808-687-7700	NO	(S)	YES Limit 2 NTE 20 lbs
Ilima Hotel 445 Nohonani St. Honolulu, HI 96815	1-800-801-9366 808-923-1877	YES	(S) (1) (2)	NO
Inn at Schofield Barracks 563 Kolekole Ave. Wahiawa, HI 96786	1-800-490-9638 808-624-9650	NO	(S)	NO
JW Marriot Ihilani Resort and Spa 92-1001 Olani St. Kapolei, HI 96707	1-800-367-5370 808-679-0079	NO	(S) Suites	NO
Laie Inn 55-109 Laniloa St. Laie, HI 96762	1-800-526-4562 808-293-9282	NO	(S)	NO
Lodge at Kaneohe Bay, The Building 3038 Kaneohe Marine Base Hawaii	N/A 808-254-2806	NO	(S)	NO
Makaha Resort and Golf Club 84-626 Makaha Valley Rd. Walanae, HI 96792	1-866-576-6447 808-695-9544	NO	(S) (1)	NO
Marc Diamond Head Beach Hotel 2947 Kalakaua Ave. Honolulu, HI 96815-4697	1-800-535-0085 808-921-7470	YES	(S) (1) (2)	NO

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Marc Hawaiian Monarch Hotel 444 Niu St. Honolulu, HI 96815	1-800-535-0085 808-921-3210	NO	(S)	NO
Marc Waikiki Grand Hotel 134 Kapahulu Ave. Honolulu, HI 96740	1-800-535-0085 808-923-1814	NO	(S)	NO
Miramar at Waikiki, The 2345 Kuhio Ave. Honolulu, HI 96815	1-800-367-2303 808-922-2077	NO	(S)	NO
Moana Surfrider 2365 Kalakaua Ave. Honolulu, HI 96815	1-800-325-3535 808-922-3111	NO	(S)	NO
Navy Lodge Hawaii Ford Island Pearl Harbor, HI 96818	1-800-628-9466 808-440-2290	NO	(S) (1)	YES Limit 2 NTE 60 lbs.
New Otani Kaimana Beach, The 2863 Kalakaua Ave. Honolulu, HI 96815	1-800-356-8264 808-923-1555	NO	(S) (1) (2)	NO
Ocean Resort Hotel Waikiki 175 Paoakalani Ave. Honolulu, HI 96815	1-800-367-5004 808-922-3861	NO	(S)	NO
Ohana East 150 Kaiulani Ave. Honolulu, HI 96815	1-800-279-0126 808-921-6888	NO	(S) (1) (2)	NO
Ohana Honolulu Airport Hotel 3401 N. Nimitz Hwy. Honolulu, HI 96819	808-372-0587	NO	(S)	YES
Ohana Waikiki Beachcomber 2300 Kalakaua Ave. Honolulu, HI 96815	1-800-688-7444 808-921-6888	NO	(S)	NO
Ohana Waikiki Malia 2211 Kuhio Ave. Honolulu, HI 96815	1-800-688-7444 808-921-6888	NO	(S) (1)	NO
Ohana Waikiki West 2330 Kuhio Ave. Honolulu, HI 96815	1-800-688-7444 808-921-6888	NO	(S) (1)	NO

<u>HOTEL</u>	<u>PHONE</u>	<u>ADEQUATE KITCHEN</u>	<u>TYPE OF ROOMS</u>	<u>ALLOWS PETS</u>
Outrigger Luana Waikiki 2045 Kalakaua Ave. Honolulu, HI 96815	1-800-688-7444 808-955-6000	NO	(S) (1) (2)	NO
Outrigger Reef on the Beach 2169 Kalia Rd. Honolulu, HI 96815	1-800-688-7444 808-921-6888	NO	(S) (1)	NO
Outrigger Regency on Beackwalk 255 Beachwalk Honolulu, HI 96815	1-800-688-7444 808-922-3871	NO	(S) (1)	NO
Outrigger Waikiki Shore 2161 Kalia Rd. Honolulu, HI 96815	1-800-688-7444 808-952-4500	YES	(S) (1) (2)	NO
Pacific Beach Hotel 2490 Kalakaua Ave. Honolulu, HI 96815	1-800-367-6060 808-922-1233	NO	(S)	NO
Pacific Marina Inn Airport 2628 Waiwai Lp. Honolulu, HI 96819	1-800-367-5004 808-836-1131	NO	(S)	NO
Pagoda Hotel 1525 Rycroft St. Honolulu, HI 96814	1-800-472-4632 808-941-6611	YES/NO	(S) (1) (2)	NO
Queen Kapiolani Hotel 150 Kapahulu Ave. Honolulu, HI 96815	1-800-367-5004 808-922-1941	NO	(S) (1)	NO
Ramada Plaza Waikiki 1830 Ala Moana Blvd. Honolulu, HI 96815	1-800-465-4329 808-955-1111	NO	(S)	NO
Royal Alakai Inn Bldg. 1153 Hickam AFB, HI 96853	1-888-235-6343 808-448-5400	NO	(S) (1) (2)	YES Limit 2 NITE 20 lbs.
Royal Hawaiian, The 2259 Kalakaua Ave. Honolulu, HI 96815	1-800-325-3535 808-923-7311	NO	(S)	NO
Schrader's Windward Marine Resort 47-039 Lihikai Dr. Kaneohe, HI 96744	1-800-735-5071 808-239-5711	YES/NO	(S) (1)	NO



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		<u>KITCHEN</u>	<u>ROOMS</u>	<u>PETS</u>
Sheraton Princess Kaiulani 120 Kaiulani Ave. Honolulu, HI 96815	1-800-782-9488 808-922-5811	NO	(S)	NO
Sheraton Waikiki Hotel 2255 Kalakaua Ave. Honolulu, HI 96815	1-800-325-3535 808-922-4422	NO	(S)	NO
Tripler IHG Bldg. 228B TAMC, HI 96859	(808) 839-2336	NO	(S)	YES Limit 2 NTE 70 lbs.
Turtle Bay Resort 57-091 Kamehameha Hwy. Kahuku, HI 96731	1-800-293-6000 808-293-8811	NO	(S)	NO
W Honolulu-Diamond Head 2885 Kalakaua Ave. Honolulu, HI 96815	1-888-627-7816 808-922-1700	NO	(1) (2)	NO
Waikiki Beach Marriott Resort and Spa 2552 Kalakaua Ave. Honolulu, HI 96815	1-800-367-5370 808-922-6611	NO	(S)	NO
Waikiki Gateway Hotel 2070 Kalakaua Ave. Honolulu, HI 96815	1-800-247-1903 808-955-3741	NO	(S)	NO
Waikiki Resort Hotel 130 Liliuokalani Ave. Honolulu, HI 96815	1-800-367-5116 808-922-4911	NO	(S)	NO
Waikiki Sand Villa Hotel 2375 Ala Wai Blvd. Honolulu, HI 96815	1-800-247-1903 808-922-4744	NO	(S)	NO